ADJUSTMENTS USER MANUAL

USING THE REFDOC FIELD (REFERENCE DOCUMENT NUMBER)

INTRODUCTION

Rather then entering all of the fiscal coding on the adjustment as well as the **RefDoc**, use the **RefDoc** field to automatically lookup and enter fiscal codes associated with the encumbrance.

TO USE THE REFDOC FIELD

After saving the Adjustments document:

1. Click **Add Row** to create the first row of the adjustment transaction grid in order to enter the adjustment transactions and the fiscal coding.
2. Enter a transaction code in the **TC** field. **TC** is a required field. If you are not sure which transaction code to use, you can look up transaction codes and select one.
3. Press TAB or click into another field. The transaction code will be validated and other fiscal code fields required by the transaction code will be highlighted in pink. You can <u>save</u> your document without entering fiscal codes in these particular fields. However, these fields must be filled in when the distribution is marked as <u>complete</u>).
4. If the transaction code should be a reversal, enter a reversal indicator in the **R** field.
5. Enter the amount of the adjustment in the **AMT** field.
6. If you are using a Reference Document Number (**RefDoc**), enter it or use the lookup (see below) to find and select it. If you use the lookup, any associated fiscal coding will be automatically entered. If you enter it, click **Save & Continue** and any associated fiscal coding will be automatically entered.

Figure 1 - Reference document number

Enter the remainder of the fiscal coding needed for the adjustment.

TO LOOK UP A REFDOC OR OTHER FISCAL CODE

1. Place the cursor in a designated field and press F3.
2. In the look up dialog box, enter any combination of search criteria (PCA, Index, or whatever is applicable). You can enter just the first few numbers or letters or use the wildcard (%).
3. Click **Find**.
4. Click the fiscal code you want to use. For example, click the Reference Document Number you want to use and the **RefDoc** field and any other fiscal codes associated with it will be automatically filled in.

Figure 2 - Using a look up